



## City of Austin - JOB DESCRIPTION



### Animal Protection Officer Senior

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<b>FLSA:</b>	Standard/Non-Exempt	<b>EEO Category:</b>	(80) Serv/Maint
<b>Class Code:</b>	10515	<b>Salary Grade:</b>	JA9
<b>Approved:</b>	October 24, 1997	<b>Last Revised:</b>	June 15, 2009

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#### Purpose:

Under general supervision, perform tasks related to the investigation of animal bites, dangerous animal complaints, cruelty complaints; and the impoundment of stray, dangerous, sick, or injured animals.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Train and lead Animal Control field staff in performing field duties, investigation techniques, bite reporting, and injured animal handling
2. Investigate reports of animal bites and dangerous or vicious animals
3. Safely and humanely capture and transport animals, including those who are sick, injured or potentially dangerous
4. Perform field tranquilization or ill, injured, or dangerous domestic animals or wildlife
5. Clean, feed, and care for animals
6. Euthanize animals when necessary
7. Respond to observed or reported emergency situations and ordinance violations
8. Write reports and record data on appropriate log/forms
9. Dispatch service/trouble calls to field personnel
10. Answer citizens' questions and provide assistance
11. Mediate citizens' complaints
12. Counsel/educate citizens regarding responsible animal ownership/ordinance requirements (leash law, registration, animal behavior, etc.)
13. Answer questions regarding division/section operations
14. Issue citations and testify in court
15. Attend training sessions to attain or maintain certifications, or as required by management
16. Clean and maintain equipment, tools, etc.
17. Respond to after hours emergency calls as needed from the Austin Police Department

#### Responsibilities - Supervisor and/or Leadership Exercised:

- May provide leadership, work assignments, evaluation, training, and guidance to others.

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of dog breeds and behaviors.
- Knowledge of State and local laws, regulations, and ordinances concerning the licensing and impoundment of animals.
- Knowledge of City of Austin streets and roads.
- Skill in resolving situations requiring the exercise of good judgment.
- Skill in establishing and maintaining good working relationships with other City of Austin employees.
- Skill in the use of tools used to capture, restrain, and transport animals.
- Skill in verbal and written communication.
- Skill in dealing with the public, including irate citizens.
- Ability to carry out medical treatments as directed by the staff veterinarian.
- Ability to administer subcutaneous, intramuscular, and intravenous injections and perform triage on sick or injured animals.
- Adhere to disease management and safety protocols

#### Minimum Qualifications:

- Graduation from high school or equivalent, plus two (2) years of experience in a field related to animal services

#### Licenses and Certifications Required:

- Employee must have a current certification with the State of Texas as an Animal Control Officer or obtain this certification at the basic level within six (6) months and at the advanced level within 18 months of employment.
  - Must obtain certification as a euthanasia technician within six (6) months of employment.
  - Valid Texas Class C Drivers License.
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This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.